

RESOLUTION NO. 2024-10

**RESOLUTION ADOPTING ADMINISTRATIVE POLICY
GOVERNING THE RETENTION AND DESTRUCTION OF RECORDS OF THE CITY
OF GOSHEN**

WHEREAS, the City Council of the City of Goshen desires to adopt a policy governing the retention and destruction of records of the City of Goshen; and

WHEREAS, an Administrative Policy has been drafted setting forth the responsibilities of the City of Goshen and its employees regarding the retention and destruction of records of the City of Goshen. Said policy is attached hereto as Exhibit A and the City Council desires to approve and adopt said policy; and

NOW, THEREFORE, BE IT RESOLVED, BY THE COUNCIL OF THE CITY OF GOSHEN that the Administrative Policy attached hereto as Exhibit A, is hereby approved and adopted in its entirety.

PASSED AND APPROVED THIS 14th day of May, 2024.

CITY OF GOSHEN



RUSSELL STROUD, MAYOR

ATTEST:



MARJORIE AILLANCOURT, RECORDER/TREASURER



ADMINISTRATIVE POLICY

ADOPTED: May 14, 2024

SUBJECT: DEVELOPMENT OF RECORD DESTRUCTION

PURPOSE: To outline the procedures to be followed in the destruction of stale records.

- I. This policy applies to all departments and agencies of the City of Goshen under the direction of the Mayor.
- II. The destruction schedule will be in accordance with State Statues. A copy of such schedule is attached hereto and may be revised from time to time.
- III. It shall be the responsibility of the Mayor to supervise the disposal of all physical records.
- IV. Each Department shall be responsible for maintaining familiarity with the legal requirements applicable to its records, and any changes as they may occur.
- V. It shall be the responsibility of the Department Head to submit a list of all records to the Mayor, in accordance with the retention and destruction schedule.
- VI. The Department Head shall prepare a destruction order. The destruction order will be signed by the Mayor and Recorder/Treasurer and filed as a permanent record.
- VII. The destruction order will be filed in the vault and on other form of computer technology.

APPROVED:

DATE:

A handwritten signature in blue ink, appearing to read "Dwight D. ...", written over a horizontal line.

Mayor

05/14/2024

A handwritten signature in black ink, appearing to read "R. ...", written over a horizontal line.

City Attorney

9/10/24

RETENTION AND DESTRUCTION SCHEDULE

Three Years Retention:

General:

- Freedom of Information Requests
- Completed applications for licenses or permits
- Original and renewal of a license or permit issued by an agency (period of license or permit plus three (3) years)
- Workers' compensation records
- Certificates of Zoning Compliance
- Certificates of Occupancy

Police:

- Police Ticket Books (or until audited, whichever is later)
- Citation Book Logs
- Accident, incident, and offense reports

Four Years Retention:

Accounting Support:

- Cancelled checks
- Bank statements
- Bank reconciliation records
- Receipts
- Deposit Slips
- Check Registers or Listings
- Budget Documents
- Receipt Listings
- Bids
- Monthly Financial Reports
- Statement of Financial Interests
- Correspondence that has significant administrative value
- Invoices

Seven Years Retention – Semi permanent Records:

Police:

- Closed Municipal police case files for felony and Class A misdemeanor offenses and expungement orders of municipal police cases
- Physical evidence secured in relation to a trial resulting in conviction for any non-violent, non-sex offense for which defendants genetic profile may be taken and submitted for comparison to the state DNA data Base for unsolved crimes
- Complete case files and written exhibits for all courts
- Show cause orders
- Court case information including arrest reports and affidavits
- Files concerning cases resulting in a suspended imposition of sentence

Seven Years Retention -- Semi permanent Records: (continued)

Finance/Misc:

- Journals - Accounting
- Ledgers - Accounting
- Subsidiary ledgers
- Fixed assets and equipment detail records
- Investment and Certificate of Deposit Records (7-year period begins on date of maturity)
- Annual Financial Report
- Contracts/Agreements – 5 years after contract or agreement termination
- Payroll Records
- Parks Commission Minutes
- City Council Packet Documents (digital record)

Twenty-Five Years Retention:

Physical evidence secured in relation to a trial resulting in conviction for a sex offense (Retention starts at conviction)

Permanent Records - Do Not Destroy:

- City Council Minutes
- Planning Commission Minutes
- Official Agenda of Public Meetings
- Video or digital recordings of public meetings of the City Council or Planning Commission
- Ordinances
- Resolutions
- Year-end Financial Statements
- Annual Financial audits
- Retirement Documents
- Physical evidence secured in relation to a trial resulting in conviction of a violent offense
- Case indices for all courts
- Waivers
- Expungement and sealed records
- Files concerning convictions under the Omnibus DWI or BWI Act
- Domestic battery files
- Destruction Orders
- Deeds, Easements and Rights-of-Way
- City Real Estate title documents

****Washington County and the assigned district court is responsible for the storage and maintenance of all court documents and radio logs****